Schedule No. M-157

Page 1 **of** 12

Agency

Division/Unit

City of Frederick - Department of Public Works Water		Water and	d sewer
Item No	Description		Retention
	General records for all DPW departments - first three page	es	
1	Bids and submittals	1	etain for 3 years after bid is anted, then destroy.
2	Budget information	Re	etain for 3 years then destroy.
3	Calendars	Re	etain for 3 years, then destroy.
4	Capital improvement project	pli red	etain until project is complete, us 3 years and until all audit quirements have been met, en destroy.
5	Check requests/requisitions	Re	etain for 1 year, then destroy.
6	Complaints (except for Water/Sewer – Lights) – see page	re	etain until complaint is solved, plus 3 years, then estroy.
7	Contract/agreements	1	etain for contract/agreement e, plus 4 years, then destroy.
8	Correspondence Equipment/Materials	eq	etain life of ownership of quipment, plus 4 years if ontract or agreement is ontained in file, then destroy.
9	Job Descriptions	I	etain until updated or perceded, then destroy.
Approved by Department, Agency or Division Representative Schedule Authorized by State Archivist			
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Signature		91	- 10 Paperhanh

Date	December 1, 2001	
Signature	Eu Supson	_
Type Name	Eva Simpson	

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Schedule No. M-157

Page 2 of 12

	(CONTINUITION BLEET)	
Item No	Description	Retention
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
13	Minutes	Original committee minutes – screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.

Schedule No. M-157

Page 3 of 12

Item No	Description	Retention
17	Projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
20	Special events	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer) – see page 4	Retain until work is completed, plus 1 year, then destroy.

Schedule No. M-157

Page 4 of 12

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Item No	Description	Retention
25	Meeting Minutes, copies	Retain 15 years, then destroy
26	Correspondence, External	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
27	Correspondence, Internal and Memos	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
28	Complaint Forms	Retain 30 years after initial complaint is resolved, then destroy.
29	Work orders	Retain 30 years after work has been completed, then destroy
30	Vehicles/Equipment	Retain lifetime of vehicle or equipment, then destroy
31	Risk Management, copies	Retain until updated or superseded, then destroy

Schedule No. M-157

Page 5 of 12

	(CONTINUATION SHEET)	Page 5 01 12
Item No.	Description	Retention
32	Construction and As-Built Drawings	Retain construction drawings until updated or superseded, then destroy. Retain as-builts permanently. Transfer periodically to the Maryland State Archives.
33	Inflow and infiltration study files	Retain for 5 years and until all audit requirements have been met, then destroy
34	Stormwater management program	Retain public awareness and description of stormwater management program records for 3 years, then destroy. Retain sewage sludge use and disposal activities for at least 5 years, then destroy. Retain monitoring informative including calibration, maintenance, original stripchart recordings, copies of all reports required by permit, and records of all data used to complete the permit application for at least 3 years from the data of the sample measurement, report or application, then destroy. Retain results of inspection, compliance certification and incident records of non-compliance for 3 years, hen destroy. Retain facility ownership and rehabilitation records for life of facility, then destroy
35	Salary study	Retain until updated or superseded, then destroy.

Schedule No. M-157

Page 6 **of** 12

Item	Description	Retention
No. 36	Misc sewer department related files	Screen annually. Destroy
30	whise sewer department related mes	material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
37	Road crossing permits	Retain 1 year, then destroy.
38	Carroll Creek Pumping Station operations manual	Retain until updated or superseded, then destroy
. 39	Water valve records (tie-ins) - historical	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
40	Carroll Creek Linear Control	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
41	Department reports – monthly/yearly reports from water treatment and wastewater treatment	Retain for 3 years and until all audit requirements have been met, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-157

Page 7 of 12

Description Miss Utility Requests	Retention
Miss Utility Requests	
	Retain 1 year, then destroy.
Permits and agreements	Retain short-term permits/agreements until updated or superseded, then destroy. Retain long-term permits/agreements for 4 years after termination, then destroy.
Wastewater treatment plant projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
Water & Sewer system history – completed complaint forms and work orders received by the Sewer Department, records of past problems and work performed, on both private and cityowned properties and facilities, used for reference and historical purposes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
Pump station files	Retain for 3 years and until all audit requirements have been met, then destroy.
Water & Sewer permits - copies	Retain copies as needed. Retain originals permanently. Transfer periodically to Maryland State Archives.
	Water & Sewer system history – completed complaint forms and work orders received by the Sewer Department, records of past problems and work performed, on both private and city-owned properties and facilities, used for reference and historical purposes Pump station files

Schedule No. M-157

Page 8 of 12

	(CONTINUATION SILLET)	
Item No.	Description	Retention
48	Department and Division projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
49	Reference files	Retain until updated or superseded, then destroy
50	Equipment and materials	Retain for life of equipment/materials, plus 4 years, then destroy.
51	Water meter unit: Water meter installation and replacement – water meter installation and replacement sheets showing address, meter numbers, date, type of meter and other meter information	Retain for life of equipment plus 2 years, then destroy.
52	Water meter readings and exceptions and comments	Retain 3 years after issue is resolved, then destroy.
53	Meter reading exception listings from ATE	Retain 1 year, then destroy.
	Waste water treatment:	
54	State/Federal Correspondence – permits, violations, inspections, audits	Retain 5 years and until all audit requirements have been met, then destroy
55	Golf Course files – permits, testing results, irrigation information	Retain 5 years and until all audit requirements have been met, then destroy

Schedule No. M-157

(CONTINUATION SHEET)		Page 9 of 12
Item No.	Description	Retention
56	Frederick County – water and sewer shared projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
57	Projects – biological nutrient removal, Imax, pump station, EQ basin, lightning strikes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
58	Daily operating reports and records	Retain 5 years and until all audit requirements have been met, then destroy
59	Sludge Records	Retain 5 years and until all audit requirements have been met, then destroy
60	Plant contract	Retain for contract life plus 4 years, then destroy.
61	Weekly PM records	Retain 5 years, then destroy

personal protective equipment, Hazcom, controlled hazardous

Page 10

Schedule No. M-157

12

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Retention

(CONTINUATION SHEET)

Description Safety - risk management, confined space program, training,

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives

Treatment Plants:

energy

Item

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No.

Bi-Annual Industrial Compliance Reports Retain 5 years and until all audit requirements have been met, then destroy

64 Quarterly Industrial Compliance Records Retain 5 years and until all audit requirements have been met, then destroy

Retain 5 years and until all Annual Reports and Records audit requirements have been met, then destroy

Minor projects - Retain 20 Projects - wildlife management, filter media, electrical, vears after close of project, then discharge, copper sulfate, adding to plant, data acquisition destroy; major projects – Retain permanently, send periodically to Maryland State Archives

67 Events – droughts, floods Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin. development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Schedule No. M-157

Page 11 of 12

	(CONTINUATION SHEET)	
Item No.	Description	Retention
68	Meeting minutes	Retain 3 years, then destroy
69	Inflow and Infiltration Records	Send appropriate copies including to DPW Water & Sewer Administration Support, retain 1 year on-site, then destroy
70	Standard Operational Procedures	Retain until updated or superseded, then destroy
71	Maintenance files	Retain life of equipment, then destroy
72	Monocacy files	Retain life of equipment, then destroy
73	Budgeting files	Retain 3 years, then destroy
74	Lingenore files	Retain for life of equipment, then destroy
75	Safety files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
76	Mountain files	Retain for life of equipment, then destroy.
77	Operational Records – Water Quality	Retain 5 years and until all audit requirements have been met, then destroy
78	Personnel files	Retain until terminated then forward to Administrative Support

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No. M-157
		Page 12 of 12
Item No.	Description	Retention
	Water Quality:	
79	Administrative – Standard Testing Procedures and Safety	Retain until updated or superseded, then destroy
80	Administrative – Reference files	Retain until updated or superseded, then destroy
81	Monthly operational plant records – WWTP	Retain 5 years and until all audit requirements have been met, then destroy
82	Administrative – lab equipment records and logs	Retain for life of equipment, then destroy
83	Drinking water program certification records	Retain 5 years and until all audit requirements have been met, then destroy
84	WWTP - Discharge monitoring reports and DMRQA	Retain 5 years and until all audit requirements have been met, then destroy
85	Analysis records – WWTP Lab	Retain 5 years and until all audit requirements have been met, then destroy
86	Drinking water compliance testing/special testing	Retain 5 years and until all audit requirements have been met, then destroy
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Instructions - Type or print a separate form for each new or revised record series.	Department of Public Works Water & Sewer Divisio	PAGE OF
	Frederick, Maryland 21701	
1. Position	2. Division	
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	Frederick. M	aryland 21701	
1. Position	2. 1	Division	
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DEFINITION - RECORD SERIES - A g	roup of related rec	ords normally filed and u	sed as a unit for reference as
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(NS) FUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY & FULL COLUMN	DIVISION DPW	3. UNIT Water 4 Sever
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Risk Mam	d., Copies	5. EARLIEST YEAR / LATETEST YEAR (999 TO 2002)
8. RECORD SERIES DESCRIPTION (Briefly describe the types of helling, enable progress of meeting minutes, progress status reports, requests		the purpose or function of the Series)
status reports, requests	for payment	
7. RECORD SERIES FORMAT(5)	B. RECORD SERIES SEQUENCE	9. VOLUME
G Letter Size D Microfilm	Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
to Bound Book to Floppy Disk	□ Chronological	Number
O Audio Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)	Other (Specify)	© File Orawer (s) © Microfilm Reel (s) © Computer Tape(s) © Other (Specify)
		Number
11. FILE IS USED Daily D Weekly D Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	RE7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
CI Yes D No	□ None □ State □	Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes	18. RECOMMENDED RETENTION Braintil updated of destruy.	on superceded, then
19. NAME AND THE DEPREPARER	20. TELEPHONE NUMBER	21. DATE 10/5/00

Instructions - Type or print a separate form	Department of	of	PAG	E OF
for each new or revised record series.	Sewar Collection + 111 Airport Drive			
	Frederick, Mar	ryland 21701		
1. Position	2. Di	ivision		
Superintendent		Water +5	PWES	
DEFINITION - RECORD SERIES - A		ds normally filed	l and used as a unit	for reference as
well as retention and disposition purper 4. Record Series Title	oses.		5 Farliest	Year/Latest Year
Construction And As Buil	<i>\</i>			
Drawings			1990+	to Present
5. Record Series Description (Briefly Include the purpose or function of the		formation/docum	nents/forms found in	n the series.
Construction And As Built	Drawings Of Devel	opments, Indi	vidual Properties	Both Private
And City Owned. Drawings	of City Owned Frope	orties/Facilitie	s - Water o Sewe	×
Used For Reference And H	distorical Purpose	es , .		
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. Record Series Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
☐ Letter Size ☑ Microfilm	□Alphabetical			☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□Numerical		Number	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	□ Chronological		Number	Other (specify)
□ Audio Tape □ Video Tape	□Geographical		10. Approxi Accumu	mate Annual
Other (specify)	(specify)		. 100	☐ File Drawer(s)
Copies OF Blueprint/	Put on Pile			☐ Microfilm Reel(s)
Drawings-Multiple Sizes		-	Number	☐ Computer Tape(s)☐ Other (specify
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□Daily □Weekly □	Monthly	NA	☐ Month	(s)
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DPW Ruldy " O " SING	hourse Jan Jaros		cify agency or Offic	e)
e on a	Most C	originals At Eng	placers Office - City Hall	□ No
3. Current Location(s) (Bldg., Flo DPW Building "A" Room 28 S. Access Restrictions To Yes Ex	10 m			
 Access Restrictions ☐ Yes ☑ (If Yes, cite Law(s) & Regulations(s) 	No	16. Audit Requ	irements	
(If res, the Law(s) & Regulations(s)		✓ None	☐ State ☐ Federa	il Independent
7. Is an Index System Used?		18. Recommend	ed Retention Dear	uringo = that
(If yes, explain briefly and describe an	y hardware/software)	Multon 1	1 11 aml	Demodeca
☐ Yes ☐ No	من	grande String	ed Retention Dear ent. Teamsfe Mrd State as	dines.
19. Name and Title of Preparer	20. Telephone	MILLAN.	21. Dat	400,444
Randall L. Connatser	•		N. s	3 1900
Sewer Supt-	30169411	16	Nov. 2	シスプラ
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Instructions - Type or print a separate form	Department of		PAGE	OF
for each new or revised record series.	Sewar Collection +N			
	111 Airport Drive E	<u>95T</u>		
	Frederick, Maryla	and 21701		
1. Position	2. Divis		· · · · · · · · · · · · · · · · · · ·	
SuperIntendent	l	Nater + Sewer		
DEFINITION - RECORD SERIES - A	• •	normally filed and	used ar amnit fo	or reference as
well as retention and disposition purpo 4. Record Series Title	oses.	200	Farliest V	ear/Latest Year
Construction And As Ruis	# 	WER	Larnest	car/Latest 1 car
4. Record Series Title Construction And As Build Drawings	' TR	awins!	1990+/-	to Present
6. Record Series Description (Briefly	describe the types of info		forms found in	the series.
Include the purpose or function of the		no north of all window	10	0 // 0 : 1
Construction And As Built . And City Owned. Drawings	of City Owned Property	menis, and vidue	latoro Som	Both Trivate
	-	· ·	WARP STEEDER	•
Used For Reference And H	Vistorical Purposes	• /		
	•	/		
7. Record Series Format(s)	8. Record Series Filing	Sequênce	9. Volume	
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☐ Legal Size ☐ Computer Tape	□Numerical/		Vermber	Computer Tape(s)
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Room 28	Most Ori	iginals At Engineer Wes CH	s batice - s H91/	□ No
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15. Access Restrictions ☐ Yes ☑	No 1	6. Audit Requireme	ents	
(If Yes, cite Law(s) & Regulations(s)		Z-Mone ☐ Sta	te 🗆 Federal	☐ Independen
17. Is an Index System Used?	_	8. Recommended Res	tention	1 upd 1
(If yes, explain briefly and describe an	y hardware/software)	Pormant	unu	Super Co
☐ Yes ☐ No		"LA MADADA	OR	Superce
19. Name and Title of Preparer	20. Telephone Nu	mber	21. Date	
Randall Se Konnatson				
Samo	30169477	2 /	Nov. 2	3,4999

ISTRUCTIONS - TYPE OIL PINNI A SEPARATE FORM FOR EACH NEW TENSED RECORDS RETENTION OR OUTE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 1775 WATERLOO ROAD P.O. 80X 175 - JESSUP, MARYLAND 17194	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY THE	2 DIVISION	1. UNIT Water a . Sewel Diresia
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well so retention and disposition purposes.
4. RECORD SERIES TITLE		S. EARLIEST YEAR / LATETEST YEAR
Drawing's		1999s to present
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/cocuments/forms found in the Series. Includ	e the purpose or function of the Series)
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Development		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	1. VOLUME
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□ Daily □ Weekly □ Monthly	Number	Month(s)
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12. CURRENT LOCATION(S) (Bldg., Floor, Roof) arehand	O Yes	. a Na
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
a Yes:	☐ None ☐ State ☐	Federal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
a Yes a Na	18. RECOMMENDED RETENTION until updated	
19. NAME AND TITLE OF PREPARER Sign O.S.CO.	20. TELEPHONE NUMBER	TT. DATE 18 15 00
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HSTRUCTIONS - TYPE ON PINNS A SEPARATE FORM FOR EACH NEW REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SOMEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
•	7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
L DEPARTMENTIAGENCY FILE	DIVISION DPW	1. UNIT US 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5.
DEFINITION - Records Series - A group of related recor	ids normally filed and used as a unit for reference as	well as retention and disposition purposes.
A. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Construction O	rints	98 10 2000
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
a Letter Size a Microfilm	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	// D File Drawer(s) // D Microfilm Reel (s)
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a Bound Book a Floopy Disk	☐ Chronological	Number
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	Screen annually. Destroy mater 18. RECO further fiscal, legal or operations permanently any material that se document the origin, developme	al value. Retain erves to ent and enter and
U Yes U No	accomplishments of the departm	ent. Transfer

19. HAME AND TITLE OF PREPARER L Was SIMPSON

20. TELEPHONE NUMBER

10/5/00

Instructions - Type or print a separate form for each new or revised record series.		Department o Sewer Collection	· Maintenance	PAGE _	OF
		Frederick, Mar	yland 21701		
1. Position		2. Di	vision		
Superinte	endent	. 1	Water & Sewer	-	
DEFINITION - I	RECORD SERIES - A	A group of related recor	ds normally filed and	l used as a unit for	reference as
	and disposition purpo	oses.		C 72 11 . 32	77 37
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	ly Files			1977	to Present
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	Description (Briefly ose or function of the	describe the types of in series.)	formation/document	s/forms found in th	ne series.
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Room 28 A	nd Sewer Dept. For	remans Office	☐ Yes		☑ No
15. Access Restr	ictions 🗆 Yes 🖼	Ño	16. Audit Requiren	nents	
	aw(s) & Regulations(s)		□-None □ S	tate 🗆 Federal	☐ Independent
17. Is an Index Sys	stem Used?		18. Recommended R	etention /2 -	1. 64
(If yes, explain	briefly and describe and Sub Areas And	Areas	18. Recommended R	+ and until	aleanded
10 Nome T	itle of Description	20 7-1-1	annous ho	ne (Leen) mes	, They Real
19. Name and T Randall L	Connatser	20. Telephone N		ZI. Date	
Sewer Su		301 694 €	#1176	Nov. a	3,1999

MSTRUCTIONS - TYPE ON PHINK A SEPARATE FORM FOR EACH NEW REASED RECORDS RETENTION SCIEDLY FOR SEAL STEELING NEW PROSESTER FOR SEAL SEARCH FOR FACILISES OF THE SEARCH FOR SEAL SEARCH FOR FACILISES OF THE SEARCH FACILISES OF THE SEARCH FOR FACILISES OF THE SEARCH FOR FACILISES OF THE SEARCH FACILISES OF THE SEARCH FACILISES OF THE SEARCH FACILISES OF THE SEARCH FACI	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20194	Page Of
1. DEPARTMENTIAGENCY THE	DIVISION	Storm Water
DEFINITION - Records Series - A group of related recor	ds narmally flied and used so a unit for reference se	well as retention and disposition purposes.
1. RECORD SERIES TITLE Storn Water Mana	sement Program	5. EARLIEST YEAR / LATETEST YEAR 1990 TO Prestat
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms lound in the Series. Include	the purpose or function of the Series)
Stoam Water de Volunteer Program Unspection / Ma	nspection Report	sommets
Unspection / No Flow Monitoriens Storm Water For Seven Rehabilet	icilety Ownersh	
	8. RECORD SERIES SEQUENCE	1. VOLUME
7. RECORD SERIES FORMAT(S)		G File Drawer(s)
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12. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (II yes, specify agency or office)
oblice	C Yes	O NO
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	~ PD
© Yes, © No	□ None □ State □	Calle dona
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PER STORM Wa 4/OR until upda	ten Phase # Keg
U Yes U No	HOR until words	ted or Supprecede
19. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	- II. DATE
Kandy Congatour		1013100

4240-0130400 40 CFR 60.69Z

> 45240-2565-20 40 CFR 122,34

Belayon Public awarenoss and description of storm water many, program records for 34, then destruy.

Between sewage sludge use and disposal activities for at least 54 (Bev, Ck. 40CFR Pax 503)

Betain monitoring information including Calibration, mounter om se; original stripstrant recordings, Copies of all reports required by peinet, and records by all dola used to complete the plinit application for at least 34 from the date of the sample measurement, report or application.

> UD 240-2570-00 40 CFR 122.44

Betain resulto Minspection, Compliance Certifica -Two and thereton records of non-Compliance for Betain facility ownership for like of facility.

ISTRUCTIONS - TYPE OR PINN A SEPARATE FORM FOR EACH NEW EWISED RECORD SERIES. FORWARD WITH RECORDS RETENTION COEDULE (RGS 350-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
,	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
DEPARTMENTIAGENCY THE	2. DIVISION	Jeneral administr		
DEFINITION - Records Series - A group of related record	ds normally filed and used so a unit for reference so			
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B. RECORD SERIES DESCRIPTION (Briefly describe the types of		_		
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
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19. NAME AND TITLE OF PREPARER	301-699-1165	TT. DATE 10/5/00		

Instructions - Type of for each new or revis	r print a separate form	Department Sewer Collection		04	PAG	E	OF
yor each hew or revis	sea recora series.	III Airport Drive		2/1 CP			
		Frederick, Ma		701			
1. Position		2. D	ivision	<u> </u>	-		
SuperInte	ndent		Water	+5ewer			
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7. Record Series	Format(s)	8. Record Series Fi	ling Seque	nce	9. Volume		
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Room 28			14/14/2141	☑ Yes	• •		lo
15. Access Restr	ictions Yes	ঐ ٥	16. Aud	it Requiremen	nts		
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					lly. Destroy ma legal or operati		
17. Is an Index Sys (If yes, explain ☐ Yes ☐ No	briefly and describe ar	ny hardware/software)	18. Rec	permanently a document the	ny material tha origin, develor	it serves toment and	to 1
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19. Name and T	itle of Preparer L. Connatser	20. Telephone	Number	×	•		
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Instructions - Type or print a separate form for each new or revised record series.	Department of Public Wor Water & Sev	rks ver Divisio	NOV 3 0	1999
1. Position		vision		
Administrative Suppor	t Wate	er & Sewer		
DEFINITION - RECORD SERIES - A well as retention and disposition purpo		ds normally filed a	and used as a unit for	reference as
4. Record Series Title			5. Earliest Yea	r/Latest Year
Road Crossing	ermito		1998	to <u>1999</u>
6. Record Series Description (Briefly		formation/docume	ents/forms found in th	e series.
Include the purpose or function of the	series.)	a hadica	time Opcoti	07
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□Daily □Weekiy □	Monthly	N/A	☐ Month(s)	☐ Year(s)
13. Current Location(s) (Bldg., Floo	or, Room)	/76i	ries Duplicated Elsew fy agency or Office)	
15. Access Restrictions Yes V	Чo	16. Audit Requir	ements	
(If Yes, cite Law(s) & Regulations(s)		A∐ None □	State	
17. Is an Index System Used?		18. Recommended	·	
(If yes, explain briefly and describe and	y hardware/software)		y, then deal	ray.
19. Name and Title of Preparer Eva Simpson	20. Telephone 301-694-16	Number 81	21. Date 11/27/	199
Adm. Support			10/5/	1

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INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 DIVISION Water & Secre DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Jestricae Becordo 1932 10___ 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Ewater value records, tie -in's 7. RECORD SERIES FORMAT(5) 8. RECORD SERIES SEQUENCE 9. VOLUME ☐ File Orawer(s) D teller Size ☐ Microfilm Alphabetical ☐ Microfilm Reel (s) □ Computer Tabe (s) □ Legal Size Computer Tape Numerical Other (Specify) _ 6 Bound Book ☐ Floppy Disk Chronological 10. ANNUAL ACCUMULATION C Audio Tape Geographical O File Drawer (s) D Other (Specify) □ Microfilm Reel (s) Other (Specify) _ □ Computer Tape(s) Other (Specify) _ all paper 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) □ Daity Monthly □ Weekly Year(s) Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None State Federal Independent Screen annually. Destroy material having now further fiscal, legal or operational value. Retain 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION permanently any material that serves to describe any hardware/software) document the origin, development and accomplishments of the department. Transfer C Yes_ periodically to the MD State Archives 21. DATE 15/00 20. TELEPHONE NUMBER

Instructions - Type or print a separate form	Department of	of	PAGE	OF
or each new or revised record series.	Public Wo		1705	_
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9. Name and Title of Preparer Eva Simpson	20. Telephone 301-694-16	N	21. Date 11/27/99	, —
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Eva Simpson	301-694-1681	11/27/99
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Public Works Water & Sewer Division Frederick, Maryland 21701 1. Position 2. Division Administrative Support DEFINITION - RECORD SERIES - A group of related records normally filed and used as a well as retention and disposition purposes. 4. Record Series Title S. Earl Perm. 45 & Agreements	
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6. Record Series Description (Briefly describe the types of information/documents/forms for include the purpose or function of the series.)	and in the series.
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19. Name and T	itle of Preparer	20. Telephone	Number	11/27/00
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STRUCTIONS - TYPE ON PHINI A SEPARATE FORM FOR EACH NEW EMSED RECORDS RETENTION DEDUCE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. 80X 275 - JESSUP, WARYLAND 20194	AGENCY RECORDS INVENTORY PageOI
DEPARTMENTIAGENCY THE	DIVISION W. 4.5 D.W.	1. UNIT Sewer; I+I; Starm Water
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well sa retention and disposition purposes.
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	4 / 1
describe any hardware/sollware)	- Anna	nost / Ho Stoce
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	T. DATE
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	Я.	further fiscal, legal or operation	nal value.Retain
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10 Name and Title of Bernand	20 Talanhara Number		•
19. Name and Title of Preparer Eva Simpson	20. Telephone Number 301-694-1681	11/2	
Admin Support		10/5	
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1. Position		2. Div	rision		
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well as retention 4. Record Series	and disposition purportitle	oses.		5. Earliest	Year/Latest Yea
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necoros	Reference And L	and Teekhical Speci distorical Purposes.	itileations of Eg	uipment A	nd Materials.
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(NST <u>RUCTIONS</u> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REMSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS II DRY Page Of
1. DEPARTMENTIAGENCY OF FULL COLOR	DIVISION DN	3. UNIT. Wake hading.
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Later Leder	al Conesporderce	5. EARLIEST YEAR / LATETEST YEAR 1980'S 10 Down
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Lemits, Vie	Information/documents/forms found in the Series. Include Lation, Draspections,	
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* DECORD SERVE FORMATE	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(5)		File Drawer(s)
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to Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify)
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware)	18. RECOMMENDED RETENTION ROLL	Tain 57 and seatel all lit requirement, have met, then declary.
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	1
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(MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	NCY RECORDS INVENTORY Page OI
1. DEPARTMENTIAGENCY Frederic	DIVISION DM	Waster Water / road,
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference as	well as retention and Neposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of Permits, Its	ten'g results, mugation	1
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19. NAME AND UNIT OF PREPARED	20. TELEPHONE NUMBER	21. DATE / 10/10/00

MISTRUCTIONS TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS IN TRY Page OI
1. DEPARTMENTIAGENCY FOR STATES		3. UNIT
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well so retention and disposition purposes.
4. RECORD SERIES TITLE Frederick Con	nty	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of WY A Shared		the purpose or function of the Series)
7. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME
e Letter Size	□ Alphabetical	5_ # File Drawer(s) D Microfilm Reel (s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY Frederic	DIVISION	3. UNIT 2 5 1
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DEFINITION - Records Series - A group of related recor	do normally flied and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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& O Boxis	etnest Bennal, Smap, ghtening Stukes	Turny so
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to Legal Size to Computer Tape	O Numerical	O Other (Specify)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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	nd disposition purp		is normany med and	used as a unit i	
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9. Name and Titl	e of Preparer	20. Telephone N		21. Date	2
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Instructions - Type o for each new or revi	or print a separate form ised record series.	Department of PUBLIC & WWTP		PAGE	OF
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1. Position		2. Div	vision		
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4. Record Series	<u>and disposition purpo</u> Title	ses.		5. Earliest Y	ear/Latest Year
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7. Record Series	Format(s)	8. Record Series Fili	ng Sequence	9. Volume	
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(NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REWSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY FOLISTICS	DIVISION	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used so a unit for reference as	well so retention and disposition purposes.
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Instructions - Type or print a separate form for each new or revised record series.		Department of PUBLIC WORKS WWTP		PAGE	OF
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INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Wasto Water Treatment DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 1980 5 10 2000 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Busk Mand, Confined Space Program, Training, Personal Protective Equipment, Haycom, Controlled Hayandows Energy applies W + & 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) teller Size C Microfilm Reel (s) a Microfilm Alphabetical D Computer Tape (s) Other (Specify) O Legal Size Computer Tape Numerical Number D Bound Book ☐ Floppy Disk Chronological 10. ANNUAL ACCUMULATION □ Video Tape Geographical Audio Tape ☐ File Orawer (s) D Microfilm Reel (s) Other (Specify) _ D Other (Specify) __ Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) ☐ Monthly ylis0 D D Weekly Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS Federal State Ci None Independent Screen annually. Destroy material having not 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION further fiscal, legal or operational value. Retain . describe any hardware/software) permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives 20. TELEPHONE NUMBER

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Projecto 1960'S 102000 6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) Weldlife Mand., Felter Media, Electrical, Discharge, Copper Sulfate, adding to Plant, Data acquisition 8. RECORD SERIES SEQUENCE 9. VOLUME T. RECORD SERIES FORMAT(5) File Drawer(s) eller Size D Alphabetical a Microfilm ☐ Microfilm Reel (s) □ Computer Tape (s) □ Legal Size Computer Tape Numerical O Other (Specify) Number a Floppy Disk D Bound Book Chronological 10. ANNUAL ACCUMULATION U Video Tape O Audio Tape Geographical □ File Orawer (s) D Microfilm Reel (s) Other (Specify) Other (Specify) _ O Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER C Daily D Weekly Monthly Month(s) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) to None □ State Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION . Menon Profesto - Retain 20 Vafter Close.
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,	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENTIAGENCY Frederic	2 DIVISION	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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,	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY & Frederic	2. DIVISION	3. UNIT
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1. DEPARTMENTIAGENCY FULL WISE	DIVISION	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a " " for reference as	well so retention and disposition purposes.
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Instructions - Type or print a separate form for each new or revised record series.	Department of Land Police Poli	f a4ment laut RD.	PAGE	OF
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☐ Other (specify)	☐ Other (specify)		./ 534	le Drawer(s) icrofilm Reel(s)
	sive	-	<u>// Z</u> □ Q Number ☑ O	omputer Tape(s) ther (specify
11. File is Used		12. File Becomes I	nactive After	
☑Daily □Weekly	□Monthly	NA	☐ Month(s)	☐ Year(s)
13. Current Location(s) (Bldg., F	loor, Room)	14. Is Record Serie	s Duplicated Elsewh	ere?
Linganore WTP SoyV. OJJ	ce	₩ Yes A	agency or Office) Opera 9013 1000 Ling, F.C. Mon. 1	№1 □ No
15. Access Restrictions Yes (If Yes, cite Law(s) & Regulations(g No	16. Audit Requirem		☐ Independent
17. Is an Index System Used?		10 Danmandad D	Patentian () ()	
(If yes, explain briefly and describe Yes No	any hardware/software)	La Land	21. Date	phaled upuceded
19. Name and Title of Preparer	20. Telephone l	Number	21. Date	
William Lulin Suff. With	(301)68	4-1754	11/28/99	<i>}</i>
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Instructions - Type of for each new or revis	r print a separate form ed record series.	Department o Agree Tro 6436 P	adment	PAC	OF
		Frederick, Mar	yland 21701		
1. Position	ed Wader Trea	2. Di	vision We	Yel- Sower	-
DEFINITION - I	RECORD SERIES - A	group of related recor	ds normally filed	l and used as a unit	for reference as
4 Record Series		,			Year/Latest Year s , to fresent
	Description (Briefly o			nents/forms found i	n the series.
d'io equ	se or function of the s s performan	de aneas	ed mi	rintenance	ob
7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
Letter Size	☐ Microfilm	☑Alphabetical			File Drawer(s)
☐ Legal Size	□Computer Tape □ Floppy Disk	□Numerical □Chronological	٠.	/ Number	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) har Drive
☐ Audio Tape	□ Video Tape	☐Geographical		10. Approx Accum	imate Annual
Other (specify)	hardrive	Other (specify)		1/12 Number	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify har Live
11. File is Used			12. File Becom	es Inactive After	
⊠Daily	□Weekly □!	Monthly	NA	☐ Month	n(s)
	ntion(s) (Bldg., Floor re WTP Henance DA	•		Series Duplicated El cify agency or Offic	
	ictions		16. Audit Requ		
3	aw(s) & Regulations(s)		None	☐ State ☐ Feder	al 🗆 Independent
17. Is an Index Sy (If yes, explain ☐ Yes ☑ No	i briefly and describe any	y hardware/software)	18. Recommend	led Retention 194	destrus.
19. Name and T William Zup	Title of Preparer Luku 1. WTP	20. Telephone (301)	Number 694-1754	21. Da	29/89

	r print a separate form	Department (of ,	PAGE_	OF
for each new or revi	sed record series.		2 alment		
}		6436 F	LUMI K.D.		
		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision		
Supa-	ed Wader Ti	eadment	Wols	lui- Sower	
DEFINITION - I	RECORD SERIES -	A group of related recor	rds normally filed	and used as a unit for	reference as
4. Record Series	Title			5. Earliest Yea	r/Latest Year
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	Description (Brieflose or function of the	y describe the types of in	ıformation/docum	ents/forms found in th	ie series.
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7. Record Series	Format(s)	8. Record Series Fi	ling Sequence	9. Volume	
(1) Letter Size	☐ Microfilm	Alphabetical	,	-	File Drawer(s) Microfilm Reel(s)
☐ Legal Size	Computer Tape	□Numerical	٠.,		Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Chronological		Number	Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxima Accumulat	
☐ Other (specify)		☐ Other (specify)		_	File Drawer(s)
ł				(/ /	·Microfilm Reel(s) Computer Tape(s)
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11. File is Used			12. File Become	es Inactive After	
		<i>f</i>	all A	•	- 1/ . / 3
□Daily	□Weekly (⊴ Monthly	70///	☐ Month(s)	☐ Year(s)
13. Current Loc	ation(s) (Bldg., Fl	oor, Room)		eries Duplicated Elsev	vhere?
Moroeae	Y W PP		(If yes, spec	rify agency or Office)	,
Sho	4. Odlice		☐ Yes		⊠ No
			16. Audit Requ	irements	
(If Yes, cite L	aw(s) & Regulations(s	i)	☑ None	State Federal	☐ Independent
17. Is an Index Sy		1 1 7 6	18. Recommend	ed Retention Selami	
☐ Yes ☑ N		any hardware/software)	Ontrais	then 21. Date	geopman, Destran
19. Name and 7		20. Telephone	Number	21. Date	0
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	r print a separate form	Department o	of d	PAC	GE OF
for each new or revi	sed record series.	Water Tra	Dayment		
			luni No.		
		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision		
5408-	ed Wader Tim	eadment	Wa	Yel- Sewel	-
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DEFINITION - I	RECORD SERIES - A	A group of related recor	rds normally filed	l and used as a unit	for reference as
4. Record Series	 .	A		5. Earliest	Year/Latest Year
	Title Budzele	ry Julios		100	9 . 0
	•	•		140	9. to presont
	Description (Briefly ose or function of the	describe the types of ir	nformation/docum	nents/forms found	in the series.
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7.6	os of Di	geds (prie	us, Sudse	ols, guota	15, e4c.)
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7. Record Series	Format(s)	8. Record Series Fil	ling Sequence	9. Volume	/
Letter Size	☐ Microfilm	Alphabetical			☑ File Drawer(s) ☐ Microfilm Reel(s)
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☐ Bound Book	☐ Floppy Disk	□ Chronological		Number	☐ Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approx Accum	cimate Annual ulation
Other (specify)		Other (specify)		,	File Drawer(s)
				1/10	☐ Microfilm Reel(s)
			•	Number	☐ Computer Tape(s)
11. File is Used			12. File Becom	es Inactive After	
T Daily	⊡Weekly □	Monthly	N/A	☐ Monti	h(s) Year(s)
13. Current Loca	ation(s) (Bldg., Flo	or, Room)	14. Is Record S	eries Duplicated E	lsewhere?
Linga	none WTP		(If yes, spe	cify agency or Offi	ice)
Supa	nore with	<i>/</i>	☐ Ye	.	Ø No
1	rictions 🗆 Yes 🗹	No	16. Audit Requ	irements	
(If Yes, cite L	aw(s) & Regulations(s)		⊠ None	☐ State ☐ Feder	ral Independent
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17. Is an Index Sy (If yes, explain	stem Used? n briefly and describe ar	v hardware/software)	18. Recommend		,
Yes W N			Valian	tel 34	
19. Name and T	itle of Preparer	20. Telephone	Number	21. Da	ite
Willia	ac Luha	(301) 69	74-1754	1.1/29	9/89
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Instructions - Type o for each new or revis	r print a separate form	Department	of payment	PAGE _	OF
yor each hew or revis	seu recoru series.	6436 F	Plant RD.	:	
		Frederick, Ma	ryland 21701		
1. Position		2. D	ivision	· · · · · · · · · · · · · · · · · · ·	
Supa-	ed Wader	lieadment	Waye	1- Sower	
DEFINITION - I	RECORD SERIES and disposition p	S - A group of related reco	rds normally filed an	d used as a unit for	reference as
4. Record Series	Title ,			5. Earliest Yea	r/Latest Year
Zing	genore Vil	(\os		1931.	to presont
Include the purpo	ose or function of	efly describe the types of in the series.)			
Silve	s perda	eaut do Equi	pmont don	nd at 40	e
Liagi	anohe vi	inng to Equi			
3					
7. Record Series	Format(s)	8. Record Series Fi	ling Sequence	9. Volume	/
Letter Size	☐ Microfilm	☑Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical	٠.	14 -	Computer Tape(s) Other (specify)
☐ Bound Book	☐ Floppy Disk	□ Chronological		William C	Cuici (specis)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxima Accumulati	
Other (specify)		Other (specify)		, 🗹	File Drawer(s)
				1/25 -	Microfilm Reel(s) Computer Tape(s)
				Number	Other (specify
11. File is Used	/		12. File Becomes	Inactive After	
□Daily	™ Weekly	□Monthly	N/A	☐ Month(s)	☐ Year(s)
13. Current Loca	ation(s) (Bldg.,	Floor, Room)		es Duplicated Elsew y agency or Office)	here?
Supy.	Odliea	-0	(II yes, specif)	y agency of Office)	/.
6	insanore	WIT	☐ Yes		Ø No
)	ictions 🔲 Yes aw(s) & Regulation		16. Audit Require	ments	
(2) (3, 3, 3, 2	(-)	_(-)	☑ None □	State Federal	☐ Independent
17. Is an Index Sy (If yes, explain		ne any hardware/software)	18. Recommended	Retention Bulling	ip. Lako
Yes W N	0	,	Dation	then des	troy.
19. Name and T	itle of Preparer	20. Telephone	Number	21. Date	/
Suo7	itle of Preparer Luhn UTP	(301))684-1754	11/29/	99

Instructions - Type o for each new or revis	or print a separate form sed record series.	Department of in)afer Treas 6436 Pla	Iment	PAG	E OF	-
		Frederick, Maryla				
1. Position Sup √-	ed Wader Tim	2. Divis	ion Wayer-	Sewer	-	
DEFINITION - I	RECORD SERIES - A	A group of related records	normally filed and u	sed as a unit	for reference as	
4. Record Series				5. Earliest	Year/Latest Year	-
	الما الما الما الما الما الما الما الما	· Viles		1980'	2 to presen	*
	Description (Briefly ose or function of the	describe the types of infor	mation/documents/f	forms found i	n the series.	· [
//		g 40 Sold Nozean, SCE	Hy issue SA, elc.)	s (Con	diner .	
7. Record Series	Format(s)	8. Record Series Filing	Sequence	9. Volume		-
Letter Size	☐ Microfilm	☑Alphabetical		,	☐ File Drawer(s)	
☐ Legal Size	☐Computer Tape	□Numerical		1/4	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
☐ Bound Book	☐ Floppy Disk	□ Chronological		Number	☐ Other (specify)	
☐ Audio Tape	☐ Video Tape	□Geographical		• •	imate Annual	
☐ Other (specify)		☐ Other (specify)		Accumu	☐ File Drawer(s)	
				1/25	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			•	Number	☐ Other (specify	Ί
11. File is Used		1:	2. File Becomes Ina	ctive After		1
□Daily	□Weekly □	Monthly Max nwelol	NA	☐ Month	(s)	
13. Current Loca	ation(s) (Bldg., Flo	or, Room) 14	4. Is Record Series I			
Linganon	e WTP. V. Office		(If yes, specify ag ☐ Yes	gency or Oillo	ENO	
15. Access Restr	· · · · · · · · · · · · · · · · · · ·	No 10	6. Audit Requiremen	nts		-
	aw(s) & Regulations(s)	•	/ •		ily. Destroy materia	ıt
17. Is an Index Sy	stem [Ised?	119	8. Recommended Ret	further fiscal,	, legal or operational	value.
	n briefly and describe ar		Hatranto D	document the	any material that ser origin, developmen ents of the departme	ves to
19. Name and T	itle of Preparer	20. Telephone Nu	mber	- periodically to	o the MD State Arch	nives
Willian	n Luku	(301) 684-		11/7	9/29	
ا مهران	WTP			167/	0/10	

Instructions - Type or print a separate form for each new or revised record series.	Department of Landscape P	adment	. P.	AGE OF
	Frederick, Mar	yland 21701	-	
1. Position Supy - 24 Waster Trea	2. Di	vision	14e1- Sewe	
DEFINITION - RECORD SERIES - A well as retention and disposition purpos		ds normally file	ed and used as a un	it for reference as
4. Record Series Title		/	5. Earlies	st Year/Latest Year
E.R. Mountam V	ilus.		4	10 present
6. Record Series Description (Briefly d Include the purpose or function of the s	lescribe the types of in	formation/docu	ments/forms found	in the series.
Leselvoir 4 Tu	S So Less	ter L. Dinc	gle, Fishin	ig Creek
perservoir 4 1 u	scerora nec	elve /3.		
7. Record Series Format(s)	8. Record Series Fil	ing Sequence	9. Volum	
☑ Letter Size ☐ Microfilm	☑Alphabetical	•	. /	File Drawer(s)
☐ Legal Size ☐Computer Tape	□Numerical	•	1/4	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	□Chronological		Numbe	er
☐ Audio Tape ☐ Video Tape	□Geographical			oximate Annual mulation
☐ Other (specify)	☐ Other (specify)			图 File Drawer(s)
			Number	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify
11. File is Used	,	12. File Becon	mes Inactive After	
□Daily □Weekly 20N	lonthly	NA	_	nth(s)
13. Current Location(s) (Bldg., Floo	r, Room)		Series Duplicated ecify agency or Of	
Liasonore WTP. Sign. Office	,	(II yes, sp		œ∕No
15. Access Restrictions Yes	lo	16. Audit Rec	uirements	
(If Yes, cite/Law(s) & Regulations(s)		☑ None	☐ State ☐ Fed	leral 🗆 Independent
17. Is an Index System Used? (If yes, explain briefly and describe any Yes No	hardware/software)	18. Recommend	• 4	
19. Name and Title of Preparer	20. Telephone	Number	21. D	,
Dilliam Luku Sult Wil	(3.01) 690	1-1754	10/10	28/99

Instructions - Type o	r print a separate form	Department of	······································	PAGE	OF	7
for each new or revis		Department of A) after Troa		:		1
_		6436 Pla	ant RD.			
·		Frederick, Mary	land 21701			
1. Position	-	2. Div	ision			
< .ai	et Waster Tre	adment	Water-	Sower		
244	2 1 00-014-		7 0 3.			1
DEFINITION - I	RECORD SERIES - A	group of related records	s normally filed and us	ed as a unit fo	Or reference as	
well as retention	and disposition purpo			 		
4. Record Series		1 1 7		5. Earliest Y	ear/Latest Year	ŀ
Oper	ational Nece	olds Water	Luality	1884	to present	
		describe the types of info	ormation/documents/fo	orms found in	the series.	
	ose or function of the					†
O-e	rational rec	eords and	in to on u	Jater C	Quality	
7	Martalla	, Qualerly , an	an alle			
1 = 1 =		, carried I wi	murcy			
1. Record Series	Francis Testing	8. Record Series Filin	a Company	9. Volume	······································	
/	roimaus)	/	R Sedneuce.	y. volume		
Letter Size	☐ Microfilm	Alphabetical			File Drawer(s)	
☐ Legal Size	□Computer Tape	□Numerical		4/.1	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
	, ,	_			Other (specify)	
☐ Bound Book	☐ Floppy Disk	□ Chronological				
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxim		
☐ Other (specify)		☐ Other (specify)		Accumul	ZI File Drawer(s)	
., .,		•		1//	☐ Microfilm Reel(s)	
			•	416	☐ Computer Tape(s)☐ Other (specify	
				Number	☐ Other (specify	
1. File is Used			12. File Becomes Inac	tive After		1
□Daily	☑Weekly □N	Monthly	NA	☐ Month(s	s) 🗆 Year(s)	
13. Current Loca	ation(s) (Bldg., Floo	r, Room)	14. Is Record Series D			1
Linjanor	e wTP		(If yes, specify age		:)	
	. Othice		Yes Di	PW	□ No	
	ictions 🗆 Yes 🗹 N	10	16. Audit Requirement	ts		-
(If Yes, cite La	aw(s) & Regulations(s)		A May ber Wastate	☐ Federal	☐ Independent	
17. Is an Index Sys	stem Used?		18. Recommended Reter			.1
(If yes, explain	n briefly and describe any	/ hardware/software)		aee	andit requ	lua
☐ Yes ☑ No	0		Intranobe s	have	Lean) met.	the
19. Name and T	itle of Preparer	20. Telephone No	umber	21. Date	:	de
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Willian	n Luha	(301)68	4-1126	10/10	100	

	or print a separate form	Department of	of ,	PAGE / OF /
for each new or revi	ised record series.	Water Tre	eatment	
		6436 F	lant RV.	
[Frederick, Ma	ryland 21701	
1. Position		. 2. D	ivision	
Sup.	ed Wader Tim	eadment		- Sewer
DEFINITION - : well as retention	RECORD SERIES - A and disposition purpo	A group of related recor	rds normally filed and	dused as a unit for reference as
4. Record Series				5. Earliest Year/Latest Year
Person	nel Illes			to present
6. Record Series Include the purp	Description (Briefly ose or function of the	describe the types of ir series.)	nformation/document	s/forms found in the series.
			disciplin	eary actions,
7. Record Series	Format(s)	9 Danard Sarias Fil	ing Saguanga	0. Values
	roman(s)	8. Record Series Fil	ing Sequence	9. Volume
Letter Size	☐ Microfilm	Alphabetical		File Drawer(s) Microfilm Reel(s)
☐ Legal Size	☐Computer Tape	□Numerical		✓ ☐ Computer Tape(s) Number ☐ Other (specify)
☐ Bound Book	☐ Floppy Disk	□Chronological		Nutriber 🔲 Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approximate Annual Accumulation
☐ Other (specify)		☐ Other (specify)		82 File Drawer(s)
-				Microfilm Reel(s) Computer Tape(s) Number
11. File is Used			12. File Becomes In	active After
□Daily	Weekly	Monthly		☐ Month(s) ☐ Year(s)
13. Current Loca	tion(s) (Bldg., Floo	or, Room)	14. Is Record Series	Duplicated Elsewhere?
,	. / —	1 1 11.4	(If yes, specify a	agency or Office)
Linganor	Mayer Treast	newl Han	Yes 1	PW 100
		No	16. Audit Requirem	ents
(If Yes, cite La	w(s) & Regulations(s)	let	None □ St	
17. Is an Index Sys (If yes, explain ☐ Yes ☑ No	briefly and describe any		18. Recommended Re Unlisted Them Lace	aid to Cidmin supposed
19. Name and Ti	tle of Preparer	20. Telephone N		21. 54.5
Wolham	Luky of	77A (301)	694-1754	4/29/99

Instructions - Type of	r print a separate form	Department of	- F.	PAGE_	4 OF 10
for each new or revised record series.		Water Qual		•	
		8145-Gas1	touse Pike		
		Frederick, Mar	yland 21701		
1. Position			/ision		
CITYCHEM	157	7	DAW - Water	1/5000	
	<i>71</i>	0	, , , , , , , , , , , , , , , , , , , ,	1sewer	
		group of related record	is normally filed and	used as a unit for	reference as
4. Record Series	<u>and disposition purpo</u> Title	ses.		5. Earliest Yea	ur/Latest Year
ADMINISTRA	TIVE - STANDA	ED TESTING PROCEDO	unes and Safety	1990	to present
6. Record Series	Description (Briefly	describe the types of in	formation/documents/	forms found in the	ne series.
	ose or function of the		 		
Ina	Lividual Lest pro	redures including	report blanks		•
Che.	Mical Hygiene from	reduces including on, Emergency respectively and State and relate	ouse/evacuations	bus	
Mark	med 5 to by chota	Short and relate	d Into.		
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		. •			•
7. Record Series	Format(s)	8. Record Series Fili	ng Sequence	9. Volume	
E Letter Size	☐ Microfilm	E Alphabetical		_	File Drawer(s) Microfilm Reel(s)
☐ Legal Size	Computer Tape	□Numerical			Computer Tape(s) Other (specify)
☐ Bound Book	☐ Floppy Disk	□Chronological		Number (4
☐ Audio Tape	□ Video Tone	T Cooperation!		10. Approxima	
C Addio 12pe	☐ Video Tape	□Geographical		Accumulat	
☐ Other (specify)		Other (specify)		_	File Drawer(s)
				1// 4	·Microfilm Reel(s)
			•		Computer Tape(s) Other (specify
····					
11. File is Used			12. File Becomes In	active After	
Ø Daily	□Weekiy □	Monthly	MA	☐ Month(s)	☐ Year(s)
13. Current Loca	tion(s) (Bldg., Floo	or, Room)	14. Is Record Series	•	vhere?
WWTP		- 1.1.1.0	(If yes, specify a	gency or Office)	
Admin. Bett	MAIN LAB ARRA	Bench top/Shelt ON CENTER STORAGE CABINET.	☐ Yes		@ No
	ctions Yes	Ýо	16. Audit Requireme	ents	
(If Yes, cite La	w(s) & Regulations(s)		□ None Z Sta	te Federal	☐ Independent
17. Is an Index Sys	tem [[cod2]		18. Recommended Re		
•	tem Used? briefly and describe any	v hardware/software)	10. Accommended Re	+ a b and	,
Yes Z No		Betain	Permana Until updåi Jumber J-1473	Ted of Duc	aceded ?
19. Name and Ti	tle of Preparer	20. Telephone N	lumber	21. Date	7
Daniel S	•	301-699	1-1473	29 N	N 1899
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	or print a separate form	Department (PAG	E_7_OF_/	10
for each new or revi	ised record series.	Water Que	aliky House Piku		:		
		8145 Gas	House Pike	<u>*</u>			
		Frederick, Ma	ryland 21701			•	
1. Position		2. D	ivision				—
CITYCHEM	15/		DPW-u	12 der 1	Source		
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DEFINITION -	RECORD SERIES	- A group of related reco	rds normally file	ed and use	d as a unit i	or reference a	
	and disposition pur						
4. Record Series	Title				S. Earliest	ear/Latest Ye	ear
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7,000		,				to prese	
6. Record Series	s Description (Brief	ly describe the types of it	nformation/doci	ments/for	ms found ir	the series.	
Include the purp	ose or function of the	ne series.)				· · · · · · · · · · · · · · · · · · ·	
Drivi	KING Water Che	micals + processes Reference type. In	. storage ta	wks, dree	ight, tes	+ proadures	
and	P. other MISC.	Reference type. In	irfo.	,		/ /	
ļ						•	
7. Record Series	Format(s)	8. Record Series Fi	ling Sequence	(9. Volume		
Letter Size							
Letter Size	☐ Microfilm	□Alphabetical				☐ File Drawer(٠,
☐ Legal Size	□Computer Tape	□Numerical			2	☐ Computer Ta	
					Number	Other (specif	fy)
☐ Bound Book	☐ Floppy Disk	□ Chronological					
☐ Audio Tape	☐ Video Tape	☐Geographical		1		mate Annual	
-0.1 ()6.					Accumu		(a)
Other (specify)		Other (specify)				File Drawer(-
					0.2	☐ Computer Ta	
			•	•	Number	Other (specif	-
				····		·	
11. File is Used			12. File Becon	mes Inacti	ve After		
□Daily	□Weekly	Monthly	Na	_	☐ Month((s) 🗆 Year((s)
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t		•			cy or Offic		
Admin Bldg.	-Chemior Office Av	rea - Copyoric	•		•		
		Chopie, C	□ Y:	es		A No	
15. Access Restr	ictions Yes	- No	16. Audit Req	uirements			
	aw(s) & Regulations(,	-			و _
			None	☐ State	☐ Federa	I 🗇 Indeper	ndent
17. Is an Index Sy	stem Used?		18. Recommen	ided Retent	ion		
(If yes, explain	briefly and describe	any hardware/software) Be	with.	update	ed or su	perceded,	,
Yes ZN	U	136	Tho.	J. Ans	toma		
19. Name and T	itle of Preparer	20. Telephone	Number	· · · · · · · · · · · · · · · · · · ·	24. Date	•	
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istructions - Type of or each new or revis	r print a separate for sed record series.	m Department o	Quality (3321)	PAGE	<u>/0</u> of <u>/0</u>
		8145 60	S House Pike	•	
		Frederick, Ma	ryland 21701		. ·
I. Position		2. Di	ivision		
CITY CHE	MIST		DPW - Water	/ Sewer	
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		S - A group of related recor	ds normally filed and u	sed as a unit fo	r reference as
4. Record Series	and disposition to Title	ourposes.	· · · · · · · · · · · · · · · · · · ·	5. Earliest Ye	ar/Latest Year
MONTHE	y OperATION	AL RANTRECORDS	- WWTP	TUW 1009)
· · · · · · · · · · · · · · · · · · ·		, 6,,, , , (6, 6, 1		V=7 <u>7777</u>	to present
		iefly describe the types of in	formation/documents/fo	orms found in t	he series.
	ose or function o				•
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7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume	
☐ Letter Size	☐ Microfilm	□ Alphabetical		-	File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□ Numerical		_	
☐ Bound Book	Floppy Disk	Chronological			Computer Tape(s) Other (specify) Liske ++e5
☐ Audio Tape	☐ Video Tape	Geographical		10. Approxim	-
C Accio rape	C video tape	□ Oco8taburear		Accumula	
Other (specify)		Other (specify)		-	File Drawer(s) Microfilm Reel(s)
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11. File is Used	······································		12. File Becomes Inac		
d Daily	□Weekly	□Monthly		☐ Month(s)	Year(s)
13. Current Loca	tion(s) (Bldg.	Floor, Room)	14. Is Record Series D	uplicated Else	where?
			(If yes, specify age	•	
Admin Bldg.	-MAIN LAB A	REA_COMPULEY desk file box	☐ Yes		Ø No
	ictions	- `	16. Audit Requiremen	ts	
	w(s) & Regulation				[] Independent
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17. Is an Index Sys (If yes, explain		be any hardware/software)	18. Recommended Rete	ntion	all and
Yes No			Belain 5 7 cm	na union	J
19. Name and T	itle of Preparer	20. Telephone l	18. Recommended Rete Palain 5 Number 1473	21. Date	A THARM! A
Daviel -	Scal	21-10	d -11/73	29 NO	V. 1999
Ciry Chem	(15)	50/-67	/ /7/)	10/10/	12

Instructions - Type or print a separ	ate form Department	of	PAGE 2	OF 10
for each new or revised record seri	es. WATER QUA	HIM		
	8145 GAS 1-	forkse PIKE		
	Frederick, Ma	aryland 21701	·	
1. Position	2. I	Division		
CITY CHEMIST		DPW - WAT	ER/SEWER	
DEFINITION - RECORD S	ERIES - A group of related reco	ords normally filed and	used as a unit for refere	nce as
well as retention and disposi 4. Record Series Title	tion purposes.		5. Earliest Year/Late	at Vaar
	LAB EQUIPMENT RECO		-	
	CAS KEVIPMENT KEC	ORDS AND LOGS.		PRSCNT
6. Record Series Description	(Briefly describe the types of i	nformation/documents/	forms found in the serie	es.
Include the purpose or functi	ion of the series.)			
Equipment ope	eration manuals un	manties main	tenance no ronmo	uts m
related d	eration manuals, was	y years	- agreemen	- 7000
Includes (C. Blank log form	is currently in	use.	
Also may inc	clude MISC. WW Ref. in	140 ON Sludge +	TOXICITY TESTING.	•
7. Record Series Format(s)	8. Record Series F	lling Sequence	9. Volume	
Letter Size		-	e File Dr	awer(c)
Z Cetter 3/26	Alphaoetical		☐ Microf	ilm Reel(s)
☐ Legal Size ☐ Computer	Tape Numerical		Q.5 □ Compu Number □ Other (ter Tape(s)
☐ Bound Book ☐ Floppy Di	sk		Halliber Outer (specity)
☐ Audio Tape ☐ Video Tap	oe		10. Approximate Ann	nual
C Other (marify)	- Albertane (A.)		Accumulation File Dr	n 1200m/a \
Other (specify)	Other (specify)			awer(s) ilm Recl(s)
				ter Tape(s)
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11. File is Used		12. File Becomes Ina	ctive After	
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ADMIN. BLDG-MAN	LAB AREA - FILE CABINET	(If yes, specify ag	gency of Office)	_
THE PARTY OF THE PROPERTY OF THE PARTY OF TH	A	☐ Yes	e No	
	Yes No	16. Audit Requireme	nts	
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17 Iana Iadan Sana 27 12				h
17. Is an Index System Used? (If yes, explain briefly and d	lescribe any hardware/software)	18. Recommended Ret	ention 	1 m
☐ Yes ☑ No	(Elais Guypme	A Life, Then	cecu
19. Name and Title of Prepa			21. Date	
Daniel Sect	•	694-1473	JA NOV	1999
City Chemist	207	411 1913	Inliala	•

Instructions - Type of for each new or revis	r print a separate form sed record series.	Department of Water (1) 8145 Gas	vality	PAGE	6 OF <u>10</u>
		Frederick, Mary	land 21701		·
1. Position	. ~ _	2. Div	ision	11-1-	
CITY CHEMI	727		DPW-U	At / Sew	
	RECORD SERIES - A	group of related record	s normally filed ar	nd used as a unit f	or reference as
4. Record Series		3505.		5. Earliest Y	ear/Latest Year
DRINK	ING WATER PROB	RAM CETTIFICATION	RELORDS	198.	8 to present
	Description (Briefly ose or function of the	describe the types of inf series.)	ormation/documer	its/forms found in	the series.
14B Pert	formance Evalua	HON Results an	d related;	nto.	•
[AB	INSPECTION Repu	orts and rela-	ted Into.		
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7. Record Series	Format(s)	8. Record Series Filir	ng Sequence	9. Volume	
Letter Size	☐ Microfilm	Alphabetical			File Drawer(s) Microfilm Reel(s)
☐ Legal Size	□Computer Tape	Numerical		Computer T	
☐ Bound Book	☐ Floppy Disk	□Chronological		Number	Other (specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approxi Accumul	mate Annual
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WWTP Admin Bldg -	Chanust Office Av	ea - File Cabinet D	(If yes, specify	agency or Office	=) = No
	ictions	No	16. Audit Require	ments	
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17. Is an Index Sys			18. Recommended	Retention	Ora di
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19. Name and T	•	20. Telephone N	umber	21. Date	
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Instructions - Type o For each new or revi	r print a separate form sed record series	Department o	f HALITY (3321) HOUSE PIKE	PAGE	OF
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l. Position W	ater Quality De	νρί. 2. Di	vision		
CITY CHEM	IST	<i>P</i>	DPW-WATER/	SEWER	
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DEFINITION - I	RECORD SERIES -	A group of related record	ds normally filed and use	ed as a unit fo	or reference as
4. Record Series	Title			5. Earliest Y	ear/Latest Year
WWTP -	DISCHARGE N	NONTORING REPOR	TS (DMRS) DMRDA	1991	to Present
		y describe the types of in	formation/documents/fo	rms found in	the series.
	ose or function of th				
Mont	thy confilation	n of test da d relahd mha	to for State	complian	re reporting.
ITNIU	ax report au	a related into	DN COB WIA.	festing.	
7. Record Series	Format(s)	8. Record Series Fili	ng Sequence	9. Volume	
Letter Size	☐ Microfilm	□Alphabetical			File Drawer(s)
☐ Legal Size	□Computer Tape	□Numerical		_	☐ Microfilm Reel(s)☐ Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	Z Chronological			Other (specify)
☐ Audio Tape	□ Video Tape	□Geographical		10. Approxin Accumul	
Other (specify)		Other (specify)		+	File Drawer(s) Microfilm Reel(s)
			-	0.25	☐ Computer Tape(s)☐ Other (specify
	·				
11. File is Used			12. File Becomes Inact	ive After	
Daily	□Weekly g	Monthly		☐ Month(s) Ze Year(s)
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ADIMIN BLL	KMHIN LAB A	REA - CABINET A	☐ Yes		Ø No
	ictions 🗆 Yes 🗷		16. Audit Requirement	<u> </u>	
(If Yes, cite La	aw(s) & Regulations(s))	□ None	Federal	☐ Independent
17. Is an Index Sys			18. Recommended Reten	tion +DA	Il audit .
(If yes, explain Yes No		ny hardware/software)	18. Recommended Reten	then de	troy le
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TENTION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as all as retention and disposition purposes. Record Series Title S. Earliest Year/Latest Year APPL to present Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Daily feshing bench sheets and Quality Control log records Shered in annual packets. Record Series Format(s) Record Series Record Series Record Series Puplicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, specify agency or Office) Record Series Populicated Elsewhere? (If yes, explain briefly and describe any hardware/software) Record Series Record Retention Record Series Populicated Elsewhere? (If yes, explain briefly and describe any hardware/software) Record Series Record Series Populicated Elsewhere? (If yes, explain briefly and describe any hardware/software) Record Series Populicated Elsewhere? (If yes, explain briefly and describe any hardware/software) Record Series Formation/documents/formation/documents/forms formation/documents/forms formation/documents/forms formation/documents/forms forma	Instructions - Type or print a	separate form	Department	of	PA	GE <u>3</u> OF <u>10</u>
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As tetention and disposition purposes. Secord Series Title Secord Series Title Secord Series Type Secord Series Description (Briefly describe the types of information/documents/forms found in the series.				····		
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Letter Size Microfilm Alphabetical Geographical Geograph	6. Record Series Descri	intion (Briefly des	cribe the types of i	nformation/docume	ents/forms found	in the series
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Record Series Format(s) 8. Record Series Filing Sequence 9. Volume Letter Size	Day 1 1			7 / / ~ /	/ /	
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Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) MIN BUX - Man Lab Area - Centre Greece CABINET 16. Audit Requirements (RARE) (If Yes, cite Law(s) & Regulations(s) None	11. File is Used			12. File Becomes		
(If yes, specify agency or Office) MIN BUX - Man Lab Area - Centre Severce	□Daily □Wee	ekly Mor	nthly	10	☐ Mont	h(s) Year(s)
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aniel Seaf 31-694-1473	19. Name and Title of F	Prenarer	20 Telephone	Number	Carr france	med Men
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217 Can 4	Daniel Scap City Chemist		SV1-694	-1415	Ioliol	00

Instructions - Type of	r print a separate form	Department of	F	PACE	5 OF 10
for each new or revis	· · · · · · · · · · · · · · · · · · ·	Water Ou		·	- OF <u>70</u>
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		Frederick, Mar	yland 21701		·
1. Position		2. Di	vision		
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DEFINITION - F	RECORD SERIES - A and disposition purpos	group of related record	is normally filed and u	sed as a unit f	or reference as
4. Record Series	Title				ear/Latest Year
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	Description (Briefly d		formation/documents/f	orms found in	the series.
include the purpo	ose or function of the s	eries.)			<u> </u>
Pos	ords of in-house	a and anterior	t latin	Land +	<i>-</i>
State	+ folored con	wante of S	La De Mara 1 6	4 - 1 - (c	Neel (D. A)
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INC	t federal regulación all report	ny special pro	ects/festing don	2 Ciryaide	related to D.W.
7. Record Series	Format(s)	8. Record Series Fili	ng Sequence	9. Volume	
Letter Size	• •		-		(2) File Drawer(s)
Z Letter Size	☐ Microfilm	⊘ Alphabetical			☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size	□Computer Tape	□Numerical			☐ Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	□Chronological		Number	Other (specify)
☐ Audio Tape	☐ Video Tape	☐Geographical		10. Approxir	nate Annual
-04.44				Accumul	
Other (specify)		Other (specify)			☐ File Drawer(s) ☐ Microfilm Reel(s)
		•		n /	Computer Tape(s)
				Number	Other (specify
11. File is Used			12. File Becomes Inac	tive After	
□Daily	□Weekly	Conthly		☐ Month(s) G Year(s)
13. Current Loca	tion(s) (Bldg., Floor	, Room)	14. Is Record Series I	Ouplicated Els	ewhere?
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Admin Blog	Chems-Office Area	-Cabinet B	☐ Yes		r No
	ctions Yes X	0	16. Audit Requiremen	ונג	
(if Yes, cite La	w(s) & Regulations(s)		r None □ State	e 🗆 Federal	☐ Independent
17. Is an Index Sys	tem [[sed2				
	briefly and describe any	hardware/software)	10. Recommended Rela	etai for	54 and ten
Yes No		•	Hand	it requi	57 and ter iements have
19. Name and Ti	tle of Preparer	20. Telephone N	lumber	21. Date	
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